

CONFIDENTIAL

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11 0958  
11 September 1958

25X1A

MEMORANDUM FOR: Chief, Records Management Staff  
FROM : Chief, Records Center  
SUBJECT : Disposition of Records From Medical Staff

Enclosed is a list reflecting the records disposition activity of Medical Staff. In checking the records accessioned with the disposition instructions of the current Records Control Schedule, there are several items that require special mention.

- (1) The schedule calls for records to be retired to the Center under items number 8, 44, 45c, 50, and 68; however, no accessions have been made to date.
- (2) The schedule does not call for records identified under items number 6 and 66 to be retired to the Center. Possibly the disposition instructions should be changed to include their retirement.
- (3) Under item 45a, it shows the transfer of 34 cubic feet. This was a result of a change in operational policy in Medical Staff. At one time we were leaving space in the containers for additional folders. However, a better control system was developed in Medical whereas the folders were controlled by an index. This job was contracted and a savings of 34 cubic feet was realized.
- (4) The 16 cubic feet transferred was returned to Medical in July 1953 per their request.

*Revised (scheduled)  
checked into  
items.*

*R.D.  
12/1/58*

*9.15.  
R.D.*

*#6 no need for transfer to Center.  
#8 Had been Vancorp with the Sub file #5 when retired.  
#9 Annual amount accumulated not enough for transfer.  
Will transfer soon.  
68. Change in Trng offer. Will check during audit.*

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1. CATION

35-56

MEDICAL

11 Sept 1958

1	2	1946-53	3			
5	5	1943-57		3		2
6	4	1954-55			4	1
8	-					
13	1	1952-53				2
19	1	1952-55		1		
20	5	ND		25		
32	1	1954-55		1		
40a	18	1944-53		70		
40b	1	1946-53		-		
44	-					
45a	16	1944-58		148		34
45c	-					
45d	5	1955-58		5		2
50	-					
56	1	1951-53	2			
57	4	1954-56		3		2
58	3	1954-56	3			
60	3	1951-54	2			
65a	1	1951-53	2			
65b	1	1954		1		
66	1	1953			1	
67	1	1951-53	-			
68	-					
	1	1943-51				16

\*Officially only 72 jobs were received; however, several jobs contained material having more than one item number.